



CITY OF HOUSTON

EXECUTIVE ORDER

SUBJECT	Releases of Housing and Community Development Liens	E. O. No.
		1-10
		Effective Date UPON APPROVAL

1.0 PURPOSE

To expedite the execution and recordation of releases of certain City liens.

2.0 SCOPE

This Executive Order applies to liens held by the City on residences owned by persons who have received funds from the City to acquire or improve their residences under programs administered by the City's Department of Housing and Community Development ("HCD").

3.0 RESPONSIBILITIES OF DIRECTOR, HCD

- 3.1 Establish the mechanism for ensuring that an assisted homeowner has satisfied all terms and conditions of the program under which he or she received financial assistance.
- 3.2 Execute, before a Notary Public, releases of lien held on residences owned by persons who have received funds from the City to acquire or improve their residences under programs administered by HCD and who have satisfied all terms and conditions of the program under which they received financial assistance.
- 3.3 Cause to be prepared, on forms approved by City Attorney, releases of lien held on residences owned by persons who have received funds from the City to acquire or improve their residences under programs administered by HCD, have satisfied all terms and conditions of the program under which they received financial assistance as determined by the Director of HCD, and have requested a release of lien.
- 3.4 Cause the releases of lien executed pursuant to this Executive Order to be recorded by HCD personnel, or, upon request of assisted homeowner, ensure that each such executed release of lien is provided to said homeowner or appropriate title company to be recorded by said homeowner or title company.

4.0 PROCEDURE

Upon determination by HCD that an assisted homeowner has satisfied all terms and conditions of the program under which he or she received financial assistance from HCD, the Director of HCD is authorized and empowered to execute a release of lien on behalf of the City. Such releases of lien shall be acknowledged by a notary public licensed in the State of Texas in a form suitable for recording in the Real Property Records of the applicable county.

Approved	<i>Bill White</i>	Date Approved	<i>2/5/08</i>	Page 1 of 1
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